



ARNOLD LILLEY
DAN RICHARDS

(406) 222-7382
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P.O. Box 1372 • Livingston, MT 59047 • Fax

January 28, 2008

Bozeman Job Service Workforce Center
121 N. Wilson
Bozeman, MT. 59715
406-582-9200

To Whom It May Concern:

Tech Electric, Inc. is an Equal Employment Opportunity Employer. It is the policy of this company to assure that all applicants and employees are treated fairly without regard to race, sex, religion, national origin, color, disability, or veteran status.

We are specifically charged by the provisions of our Federal and federally assisted contracts to recruit qualified minority, female, individuals with disabilities, and disabled veterans however, all qualified candidates will be considered.

We would also like to be notified of any upcoming job fairs, career days, or other related activities and events where we could create interest and recruit qualified minorities, females, veterans, and individuals with disabilities. We look forward to any assistance you may be able to provide.

Enclosed is an explanation of our apprenticeship opportunities along with required qualifications.

Respectfully,

A handwritten signature in black ink, appearing to read "Ray Richards", is written over a horizontal line.

Ray Richards
Tech Electric, Inc.



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APPRENTICESHIP & TRAINING PROGRAM MONTANA DEPARTMENT OF LABOR & INDUSTRY

BASIC MINIMUM QUALIFICATIONS

Applicants accepted and indentured as apprentices must meet the following minimum qualifications:

1. **Age:** Provide a birth certificate, driver's license or other acceptable proof of being at least 18 years of age.
2. **Education:** Proof of high school diploma or GED certificate. Academic transcripts will be submitted with application.
3. **Aptitudes:** Shall possess the basic aptitudes essential for acquiring the skills and proficiency of the trade.
4. **Physical:** Shall be physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and/or fellow workers.